Installing the Legislative Staff Portal on Your iPhone:

The Legislative Staff Portal utilizes the **Citrix Receiver** app to deliver Legislative Network tools and resources to your iPhone. The Legislative Staff Portal provides Legislative Network capability while working away from the Legislative Complex. The Legislative Staff Portal enables secure email and file access from internet capable desktop computers, laptops, and mobile devices, such as tablets and smart phones.

1.   Tap the **Safari** icon   on your iPhone.

2.   Type **www.scstatehouse.gov** in the address bar.

3.   Tap **GO** button on your keyboard**.**

4.   Tap the link to the **Staff Portal**

A screen for installing the Citrix Receiver will appear.

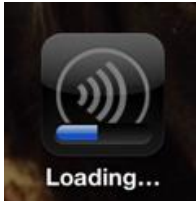5.   Click on the **Begin the Installation** link

The Citrix Receiver installation screen will appear, in the Apps Window.

6.   Click on the Free button and then the [INSTALL] button.

If prompted, enter Apple ID Password.

7.   Wait for the **Citrix Receiver** App to install. May take a few minutes.


Still installing, so wait for it to finish

8.   Return to the **Safari** app on your iPhone
Tap the link to **Configure the Citrix Receiver app for connection to the SC Statehouse citrix portal.**

Tap 'Configure the Citrix Receiver for
Legislative Staff Portal' below to open the
Citrix Receiver app
Tap 'Add Account' to configure the Citrix
Receiver App
Enter your LPITS Network Username (scroll
down if needed)
Enter your LPITS Network Password
Tap 'Save' to save your settings
Use the Legislative Staff Portal

**Configure the Citrix Receiver app for
connection to the SC Statehouse
citrix portal.**

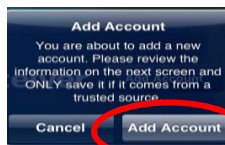**DETAILED INSTRUCTIONS**
The Legislative Staff Portal uses the Citrix
Receiver App to deliver legislative resources
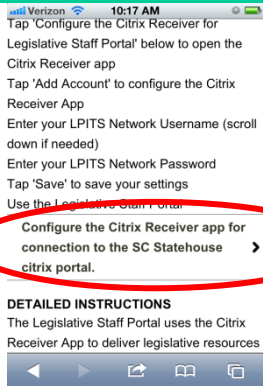
9.   Tap the **Add Account** button
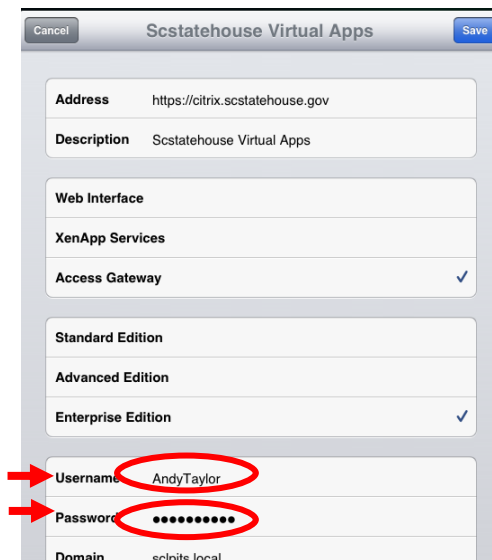
10. Type Your **LPITS Network**   **username** (no spaces)

11. Type **LPITS Network**   **password**.
   (*Remember: Your password is case-*   *sensitive*).

Add Account
You are about to add a new
account. Please review the
information on the next screen and
ONLY save it if it comes from a
trusted source

Cancel   **Add Account**

Scstatehouse Virtual Apps

Cancel   Save

Address	https://citrix.scstatehouse.gov
Description	Scstatehouse Virtual Apps

Web Interface

XenApp Services

Access Gateway   ✓

Standard Edition

Advanced Edition

Enterprise Edition   ✓

Username	AndyTaylor
Password	••••••••••
Domain	sclpits.local

12. Click the   **Save**   button.

*The **Legislative Staff Portal** home screen will be displayed. The Dazzle menu will contain a listing of all possible assigned LPITS Network apps. The **Legislative Staff Portal** is opened and is available for your use.*
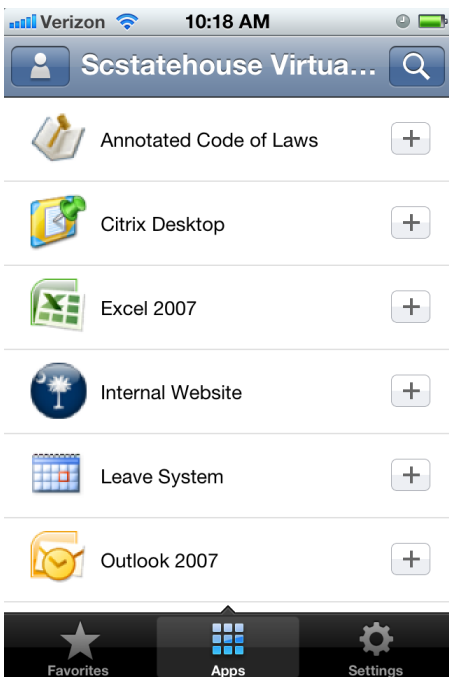
13.   Click *the **+** symbol next to the app(s) that you'd like to add to your Favorites. The app will be added to your favorites and a green check ✓ will confirm that the app has been selected.*
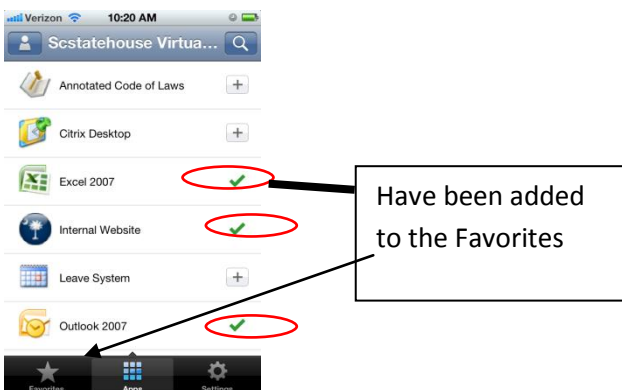
Have been added to the Favorites

14. **To launch an app:** Tap the app once inside the Staff Portal window.

If prompted type in your password to get back into the Staff Portal system.

Please note that the Citrix Receiver App for iPhone   was automatically added to your iPhone library of apps when Citrix Receiver was installed.

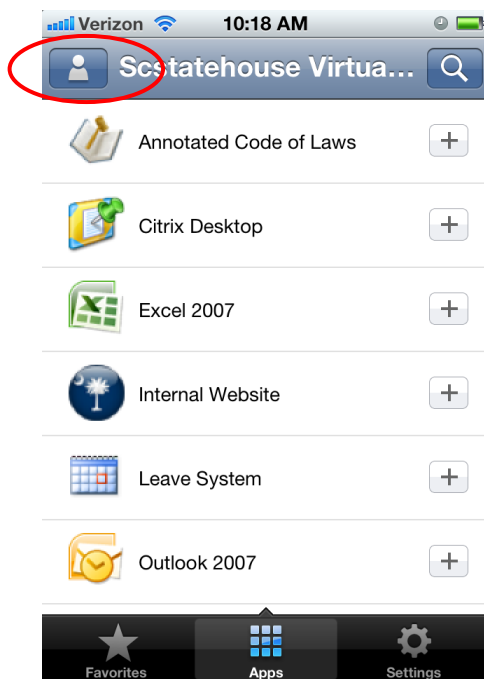## To Disconnect from the Legislative Staff Portal (iPhone)

1.   *Ensure that you are on the Citrix Receiver Apps Desktop*

2.   *Click on the [icon] button in the upper left hand corner of the screen*

3. *Click the Log Off button*
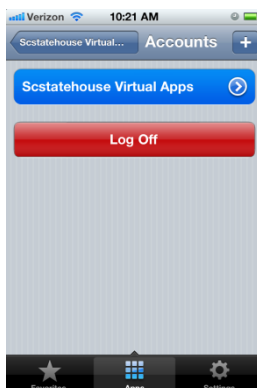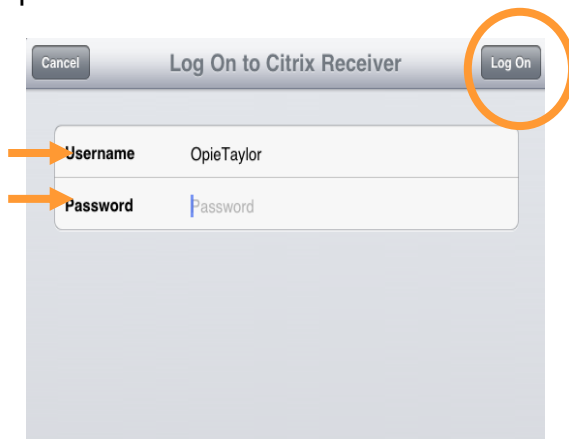
To Log On to the Legislative Staff Portal (iPhone)

1. Tap the CitrixReceiver app ![Citrix Receiver app icon] on your iPhone.

2. Tap the application you wish to open.

3. Type in your user id and password on the **Log on Citrix Receiver** box that comes up.

Cancel	Log On to Citrix Receiver	Log On
Username	OpieTaylor	
Password	Password	

4. Tap the **Log On** button.